# REQUEST FOR QUALIFICATIONS INSTRUCTIONS FOR CONSTRUCTION MANAGEMENT PROFESSIONAL SERVICES

The Sacramento Metropolitan Fire District (District) is requesting Statements of Qualifications from construction management firms for services related to the construction of up to 8 fire stations in various locations within the District, all to be located within Sacramento County.

#### **SCOPE OF SERVICES**

The contractor shall provide professional construction management services to the District including pre-construction services, construction phase administrative services, construction phase quality control services, final acceptance/closeout services, and other related services.

### **DEADLINE AND LOCATION FOR SUBMISSIONS**

All documents must be received no later than 2:00 PM PDT, August 3, 2004.

All documents must be submitted to: Sacramento Metropolitan Fire District

2101 Hurley Way

Sacramento, CA 95825-3208

Attention: Charlotte Tilson, Board Clerk

All documents must be submitted in a sealed envelope or package and marked clearly on the outside as: **Statement of Qualifications for CM Services** 

NO EXCEPTIONS: Late submittals will not be considered. Delivery of

documents must be received on or before the deadline and at the location as indicated above. Submittals received after the deadline, even with a Postmark dated prior to the deadline, will not be considered. Submittals addressed to anyone other than Charlotte Tilson, Board Clerk, will not be accepted.

For project technical inquiries: Refer to **REQUEST FOR TECHNICAL** 

**CLARIFICATION PROCEDURES** located

at the end of this document.

Direct submittal process inquires to: James Connor, Purchasing Agent

(916) 566-4292

#### SCOPE OF ASSIGNMENT

The Construction Manager shall provide professional construction management services to the District including pre-construction services, construction phase administrative services, construction phase quality control services, and final acceptance/closeout services for the construction of up to eight (8) fire stations in various locations within Sacramento County.

The Construction Manager will work closely and coordinate with the District's Design Contractor, who has been retained under separate contract to perform design services, construction support, and other related services for this project.

The construction of the fire stations will be completed under separate public works contracts as administered by the District with assistance from the Design Contractor and the Construction Manager under a strict schedule. It is anticipated that all 8 fire station projects will be completed and ready for occupancy prior to June 30, 2007.

Each of the fire station projects will include a main prototypical fire station building with drive through apparatus bays, a utilities building, demolition (as required), grading, drainage, paving, utilities, stand-by power, traffic signal system, above ground fuel system, landscaping, irrigation, fencing, security system, alarm/alerting system, and other related items.

The District intends to utilize 3 different prototypical design types including a fire station with 2 bays and 8 beds (2:8 type), a fire station with 3 bays and 10 beds (3:10 type), and a fire station with 4 bays and 12 beds (4:12 type). The District anticipates the following quantity and variety of of station types will be designed and constructed as a result of this assignment:

1 ea. 2:8 type, main building approximately 9,100 SF,

6 ea. 3:10 type, each main building approximately 13,100 SF, and

1 ea. 4:12 type, main building approximately 16, 300 SF.

The District reserves the right to add to or delete from the overall number of anticipated fire stations to be designed and constructed. The District also reserves the right to adjust the quantities of each type of fire station that will be designed and constructed. Furthermore, the District may opt not to construct a fire station that has been designed under this assignment and the District may modify the overall project schedule as needed.

The successful construction management firm will be required to execute a contract as prepared by the District in order to provide the requested services. A copy of the proposed Construction Management Professional Services Agreement is attached and will be subject to minor revision through negotiation with the successful firm following the evaluation of proposals.

The overall cost of construction for all 8 fire stations is estimated to be between \$28 and \$32 million.

# SELECTION CRITERIA/REQUIRED SUBMITTAL ELEMENTS

Contractor submittals will be evaluated and ranked by District staff upon the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

#### **Minimum Requirements for Submittals**

The following minimum competencies, experience, or professional qualifications will be required of the contractor for the satisfactory performance of the services requested:

- 1. Successful construction management services for at least 2 fire stations in California during the past 5 years,
- 2. Ability to perform all of the services required,
- 3. Ability to furnish the required insurance coverage,
- 4. Ability to demonstrate all work shall be performed under and reviewed by a principal in the firm.

Failure to meet any of the minimum requirements listed above shall be reason to eliminate the contractor from further consideration to provide the requested services. Furthermore, failure to provide all the requested information in the order and manner specified will also constitute reason to eliminate the contractor from further consideration. All submittals become the property of the District and will not be returned to the submitters.

#### **Required Submittal Elements and Format for Submittals**

Contractor shall submit 3 bound 8-1/2"X11" documents with sections tabbed, organized, and presented in the order as indicated below. In addition, the Contractor shall provide one sealed envelope with a fee proposal as specified below.

#### **Bound Documents Content and Order**

#### Section 1: Letter of Interest

a. Contractor shall submit Letter of Interest explaining reasons for interest in providing the services. The letter shall include a statement to attest that all of the Minimum Requirements for Submittal can and will be fulfilled by the contractor. The letter shall be signed by the firm's principal(s) or owner(s) proposing to provide the services. The letter shall not exceed 2 pages.

#### Section 2: Demonstrated Competence of the Contractor.

- a. Provide a matrix to summarize every construction management project completed by the contractor for at least the past two (2) years including name of project; location of project; name, address, and phone number of primary principal responsible for design of the project; project owner's name (unless confidential); project owner's designee, address, and phone number (unless confidential); general contractor's name; general contractor's designee, address, and phone number; start and end dates of construction contract; project construction cost following bid opening; total number of change orders; estimated cost of all change orders; and brief project description.
- b. Provide a matrix to summarize every fire station construction management project completed by the contactor in the past 5 years to include all of the items listed in 2a. above.

# Section 3: Employees Proposed for Assignment to Contractor's Project Team.

- a. Provide an organization chart to indicate the names and titles of the primary individuals, their areas of responsibility for the project, and reporting relationships within the firm.
- b. Project Team Provide a list of names and job titles for each of the principals, project managers, inspectors, and others planned for assignment to the contractor's project team.

# Section 4: Reliability and continuity of Project Team.

a. Provide a not to exceed one page description of the history, reliability, and continuity of the Project Team. Include information to describe why it should be expected the Project Team will deliver the expected services.

# Section 5: Capability of Project Team to meet schedules.

a. Provide a not to exceed one page description of how the Project Team will meet the required schedules and timelines of the assignment.

#### Section 6: Location of Project Team office.

a. Provide a not to exceed one page description of where the Project Team will be physically located, how services will be coordinated,

and how services will be provided to support the success of the project.

#### Section 7: Proposed Approach to Perform Required Services

a. Provide a not to exceed one page description of the proposed staffing levels and approach proposed to fulfill the requirements of the construction management services assignment.

#### Section 8: Project Team resumes.

a. Project Team Member Resumes – Provide a not to exceed one page resume for each of the team members listed in 3b. above that summarizes the education, relevant work experience, licenses and certifications held, knowledge, and abilities for each of the team members.

#### **Fee Proposal Content**

Contractor shall provide a fee proposal contained within a separate sealed envelope that is clearly labeled "Fee Proposal for CM Services". The fee proposal shall be prepared and signed by the owner or authorized representative of the firm. The fee proposal shall include the all inclusive fees to provide the construction management services for the successful completion of the project on an hourly rate basis for each of the various classifications proposed. The fee proposal shall also include an estimate of the total construction management services cost on a per fire station project basis, organized with the estimated number of hours required for each employee classification proposed for service with subtotals for the following tasks: pre-construction services; construction phase administrative services; construction phase quality control services; and final acceptance/closeout services.

# PROCESS FOR DISTRICT EVALUATION OF SUBMITTALS AND CONTRACT AWARD

- 1. Interested and qualified construction management firms submit all required documents on or before the deadline for submission at the location as specified.
- 2. Following the deadline, the District will open and review each of the Statement of Qualifications received on or before the deadline for conformance with the minimum requirements of the submittal. Submittals that were received past the deadline or that fail to meet the minimum

requirements will be eliminated from any further consideration to provide the requested services.

- 3. The District will evaluate and rank those submittals deemed by the District to meet the minimum requirements based upon the following criteria:
  - a. Completeness of submittal,
  - b. Demonstrated competence of the Project Team,
  - c. Professional qualifications of the Project Team,
  - d. Knowledge, experience, and success with fire station construction management in California,
  - e. Ability of Project Team to be readily available and accessible to successfully support the project,
  - f. The ability of the Project Team to be reliable and to be able to coordinate efforts to meet the project objectives,
  - g. The capability of the Project Team to meet schedules,
  - h. The proposed approach to accomplish the required objectives for the assignment,
  - i. Design contractor's satisfaction as determined through District's contact with references,
  - j. Client's satisfaction as determined through District's contact with references, and
  - k. Prime contractor's satisfaction as determined through District's contact with references.
- 4. The District shall conduct discussions with at least the top three qualified firms, or if less than three qualified proposals were received, then all of the qualified firms will be afforded discussions.
- 5. Following the discussions, the District will rank the finalist firms in order of preference based upon the criteria and the results of the discussions.
- 6. The District will initially open only the top three finalist fee proposals and begin negotiations with the best qualified firm to provide the services at compensation that the District determines is fair and reasonable to the District.

- 7. If the District is unable to negotiate a satisfactory contract with the firm considered to be most qualified, at a price and within a timeframe the District determines to be fair and reasonable to the District, negotiations with that firm shall be formally terminated. The District staff shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the District shall formally terminate negotiations. The District shall then undertake negotiations with the third most qualified firm. Should the District be unable to negotiate a satisfactory contract with any of the selected firms, the District shall select additional firms in order of their competence and qualification and continue negotiations in accordance with the aforementioned procedure until an agreement is reached or the District may cancel the request for professional services qualifications process.
- 8. Upon the successful negotiation of a contract between the District and the selected firm, the proposed contract shall be submitted to the District Board of Directors for approval or rejection. Upon approval of the contract by a majority of the Board, the Clerk shall send a notice of award, attested by the Clerk, to the successful firm. The notice of award shall also be posted for at least five days in the same manner as the notice inviting the proposals.
- 9. If the successful firm fails, neglects, or refuses for fifteen (15) days after being awarded the contract to execute the same, the District then reserves the right to award the contract to the next most qualified firm.

#### **FACILITIES DESIGN CRITERIA**

The District has adopted a Facilities Design Criteria to define the program requirements for the various fire station types and sizes. The Facilities Design Criteria may be viewed and/or downloaded from the District's website under the following address on the Internet: www.smfd.ca.gov

The Facilities Design Criteria is intended to portray the relative sizes, program elements, and requirements of the various features for each of the prototypical fire station types. However, the District reserves the right to modify, add to, or delete from the Facilities Design Criteria during the process of design of any of the fire stations under this assignment. The fire stations and related site improvements designed and built under this assignment are expected to have at least a 50-year life span.

#### FIRE STATION IMPLEMENTATION SCHEDULE

The Construction Manager will be expected to adhere to a schedule that will result in the ability to successfully complete the construction of up to eight (8) fire stations

for occupancy prior to June 30, 2007. The following tentative schedule is provided as an example to achieve the stated objectives:

#### PROPOSED SCHEDULE

# **First Two Fire Stations**

| Estimated Bid Date   | Nov 2004 |
|----------------------|----------|
| Estimated Award Date | Dec 2004 |
| Estimated Occupancy  | Jan 2006 |

# **Third Fire Station**

| Estimated Bid Date   | May 2005  |
|----------------------|-----------|
| Estimated Award Date | June 2005 |
| Estimated Occupancy  | July 2006 |

#### **Fourth and Fifth Fire Stations**

| Estimated Bid Date   | July 2005 |
|----------------------|-----------|
| Estimated Award Date | Aug. 2005 |
| Estimated Occupancy  | Sept 2006 |

# Sixth, Seventh, and Eighth Fire Stations

| Estimated Bid Date   | Nov 2005  |
|----------------------|-----------|
| Estimated Award Date | Dec 2005  |
| Estimated Occupancy  | Sept 2007 |

The District anticipates that each of the three prototypical fire station types (2:8; 3:10; and 4:12) will be required within the first 3 fire stations to be constructed. It is anticipated that each of the 5 remaining subsequent fire station types will all be of the 3:10 type. The District reserves the right to modify the overall project schedule as needed.

#### **RIGHT TO REJECT**

The District reserves the right to reject any or all submittals. The District assumes no liability for costs incurred in the submission of any proposal or for any costs incurred prior to the execution of a formal contract with the successful bidder.

#### REQUEST FOR TECHNICAL CLARIFICATION PROCEDURES

To ensure fair and equal competition, all questions regarding technical clarification of this request for qualifications must be asked in writing and must be received on or

before **2:00 PM PDT**, **July 20**, **2004**. All requests for technical clarification must be submitted via email to the following address: <a href="mailto:horel.chuck@smfd.ca.gov">horel.chuck@smfd.ca.gov</a>

The District will respond to requests for technical clarification via email to interested parties. Individuals wishing to receive copies of any questions received and the District's response to the questions must submit their email address along with a request to forward the Request for Technical Clarification Questions and District Response on or before 2:00 PM PDT, July 20, 2004 to the following email address: horel.chuck@smfd.ca.gov

Requests for technical clarification received after the deadline indicated above will not receive a District response.

The District expects to forward to interested parties a single email response to the requests for technical clarification on or before 2:00 PM PDT, July 26, 2004. The District reserves the right to respond to only those questions that the District deems necessary. The District may also combine some questions of a like nature and respond accordingly.

#### INTERVIEW SCHEDULE OF FINALIST FIRMS

The District intends to begin the evaluation of submittals immediately following the final filing date. Interviews with the top qualified firms will be scheduled during the week of August 9, 2004.